

# **SIouxLAND COALITION TO END HOMELESSNESS**

## **Bylaws**

*As Amended by the Siouxland Coalition to End Homelessness, May 20, 2024*

### **ARTICLE I - NAME**

The name of this organization shall be the Siouxland Coalition to End Homelessness (“SCEH”). This Coalition includes all agencies in the Sioux City, Woodbury/Dakota County CoC.

### **ARTICLE II – MISSION**

The mission of the Siouxland Coalition to End Homelessness is to eliminate and prevent homelessness through collaborative planning, advocacy and awareness, and funding of a continuum of care for housing and supportive services.

### **ARTICLE III – RESPONSIBILITIES**

#### **Section 1 - Duties of the SCEH Member Agencies and Board**

The duties of SCEH Member Agencies and Board include, but are not limited to, the following:

1. Increase public awareness and education about homelessness.
2. On an annual basis, provide significant input, monitor and oversee the completion of the SCEH’s Continuum of Care application to the federal Department of Housing and Urban Development under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and the McKinney-Vento Homeless Assistance Act of 1987, hereafter referenced as HEARTH Act.
3. Conduct and attend regularly scheduled SCEH and committee meetings at least semi-annually.
4. Maintain minutes of all SCEH meetings.
5. Attend Iowa Council on Homelessness (ICH) meetings to keep informed of state-wide activity regarding the issue of homelessness.
6. Consult with the collaborative applicant and HMIS Lead to develop, follow and update the Governance Charter annually, which will include all procedures and policies needed to comply with 24 CFR Part 578, Subpart B and HMIS requirements prescribed by HUD.
7. Operate a coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The system will address the needs of individuals and households who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service

providers. All procedures will be laid out in the Coordinated Entry Manual and will comply with any requirements established by HUD.

8. In consultation with Emergency Solutions Grant recipients, establish and follow written standards for providing Continuum of Care assistance.
9. Designate a single Homeless Management Information System (HMIS) and select an HMIS Lead.
10. Review, revise and approve a privacy plan, security plan and data quality plan for HMIS.
11. Maintain a VAWA emergency transfer plan.
12. Ensure consistent participation of recipients and subrecipients in HMIS.
13. Ensure HMIS is administered in compliance with requirements prescribed by HUD.
14. Maintain a plan that coordinates the implementation of a housing and service system which includes outreach, engagement, assessment, shelter, housing, supportive services and prevention strategies.
15. Conduct an annual gap analysis of homeless needs and services available.
16. Provide information required to complete the Consolidated Plan(s) within the Continuum's geographic area.
17. Deposit all monies received with a third-party financial institution.
18. Publicly invite new members to join the SCEH at least annually.
19. Consult with the state and local agencies regarding funding priorities and projects, including Emergency Solutions Grant (ESG) funding.
20. Review, update and approve bylaws every five years.

## **Section 2 - Additional Powers of the SCEH Board**

Additional duties of the SCEH Board include, but are not limited to, the following:

1. The Board shall have full power and authority to establish policy in the operation of the Coalition by: a) developing by-laws to govern the SCEH's operations and b) developing policies, guidelines, and programs for acquisition and distribution of funds.
2. The Board shall have the authority to: a) solicit funding and b) make application for grants to promote projects that will assist with homelessness issues.

## **ARTICLE IV - MEMBERSHIP**

## **Section 1 - General**

To the extent feasible, the membership of the Coalition shall represent the diverse population residing in Woodbury County, Iowa and Dakota County, Nebraska. The Coalition shall seek membership and participation from consumers, advocacy organizations, providers, government agency representatives, business and other interested parties facilitate collaboration across Woodbury and Dakota Counties to address the needs of the homeless, alleviate and prevent homelessness, and share information regarding programs, services and opportunities.

## **Section 2 - Non-Discrimination**

The Siouxland Coalition to End Homelessness does not discriminate in any of its programs and activities pursuant to federal, state, and local civil rights.

## **Section 3 - Member Agency and General Membership**

1. The Siouxland Coalition to End Homelessness shall consist of: voting members representing CoC provider agencies including, but not limited to: emergency shelters, transitional housing providers, permanent supportive housing providers, domestic violence shelters, local homeless service providers, and community-based social service organizations, and other members from the general public including, but not limited to: homeless or formerly homeless persons and family members, faith-based organizations, private business, and local government.
2. In order to become a voting agency member, an agency must attend a meeting and request to become a voting member. Each agency will have only one vote. Member agencies may be represented by an employee. That employee need not be the same individual at each meeting.
3. In order to become a voting general public member, an individual must attend a meeting and request to become a voting member.
4. If accepted into membership, agency and general public members will not be able to vote until the next meeting.
5. The Board Secretary will provide a membership form to each new person attending a SCEH meeting. That person will complete the membership form. If the membership is for an agency, the form will also indicate the name of the person eligible to cast a vote for that agency.
6. The voting members of the Coalition shall have responsibility for electing members to the Coalition Board and filling vacancies as they may arise.
7. All Member Agencies and General Public Members of the Coalition will serve on at least one of the standing committees.

## **Section 4 - Board of Directors Membership**

1. The Board of Directors of the Siouxland Coalition to End Homelessness shall consist of a minimum of 11 members and a maximum of 15 members. The majority of the Board will consist of representatives from active CoC provider agencies including, but not limited to: emergency shelters, transitional housing providers, permanent supportive housing providers, domestic violence shelters, local homeless service providers, and community-based social service organizations, and other members from the general public including, but not limited to: homeless or formerly homeless persons and family members, faith-based organizations, private business, and local government. No more than two members of the Board may be from the same agency. The Continuum of Care Lead Agency shall have one position on the Board, *ex-officio*.

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2. Board Members of the Coalition shall have responsibility for: 1) nominating individuals to serve as members to the Coalition Board; 2) approving the minutes, treasurer's report, and meeting adjournment accepting; 3) approving the recommendation of the Project Monitoring and Development Committee with regards to the CoC consolidated application to HUD for CoC Program funding; 4) conducting all other planning and business; and 5) other duties that fall outside of the realm of Member Agency voting responsibility.

### **Section 5 - Board Terms of Service**

1. Each Board Member shall serve for terms of two years each and may be reappointed for subsequent terms if they are nominated and elected for subsequent terms.
2. Regular terms will begin on July 1<sup>st</sup> and end on June 30.
3. The Coalition voting members shall elect the Board Members. The regular election will be held annually in May of each year. If a board member position becomes vacant for any reason, the Coalition voting members may elect a person to complete the vacant term. That special election shall be at a regular coalition meeting with at least 30 days' notice to the coalition.

## **ARTICLE V – OFFICERS**

### **Section 1 – Officers**

The officers of the Coalition shall be the Chair, Vice-Chair, Secretary, and Treasurer.

### **Section 2 - Nomination and Election**

1. The Board may appoint a subcommittee of board members to work on nominations.
2. The board shall solicit nominations and nominate persons for chair, vice-chair, secretary, and treasurer for consideration and election by the entire Coalition voting members.
3. Election of an individual member or of a slate nominated by the committee will normally take place at the regular meetings, but may be called at another date at the discretion of the chair, if the regular meeting date is unduly distant.
4. The Coalition voting members shall normally elect the Board officers annually in May of each year.

### **Section 3 -Terms of Office**

1. Officers shall be elected for a two- year term.
2. All terms will begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

### **Section 4 - Duties**

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Duties of the officers are as follows:

1. The Chair shall:
  - a. Coordinate activities of the Coalition, and work closely with appropriate SCEH Provider Agencies.
  - b. Set the agenda and preside at Coalition meetings
  - c. Serve as a liaison between the Coalition and other groups and organizations,
  - d. Communicate with and regularly report to the Coalition,
  - e. Perform other miscellaneous functions, as developed or designated by the Coalition.
  - f. Sign reports, agreements and government required filings on behalf of the SCEH
  
2. The Vice-Chairperson shall:
  - a. Assume the Chairperson's duties if the Chairperson is unable to do so;
  - b. In the case of permanent inability of the Chairperson, act temporarily as Chairperson until the Coalition selects and elects a new Chairperson;
  
3. The Secretary shall:
  - a. Ensure that all minutes of meetings and records of the Coalition's business shall be compiled and preserved. All minutes and records of the Coalition shall be maintained by the CoC Lead Agency; and
  - b. Distribute minutes of meetings to the membership;
  - c. Maintain a list of currently active agencies and their representatives;
  - d. Perform other duties, as designated by the Coalition.
  
4. The Treasurer shall:
  - a. Manage the finances of the SCEH, open a bank account and deposits funds in that account and manage the signers on the account. The signers shall be members of the Coalition board.
  - b. Prepare and present a Treasurer's Report for approval at regularly scheduled Coalition meetings.
  - c. In the absence of the secretary in the meeting, serve as secretary.

## **ARTICLE VI – STANDING AND AD HOC COMMITTEES**

### **Section 1 - Committee Membership**

1. Member agencies and General Public Members will commit to serve on at least 1 standing committee of the Coalition.
  
2. Confirmation of individual members to a committee will normally take place at the July meeting, but may be called at another date at the discretion of the Executive Committee.
  
3. Efforts shall be made to balance all committees with members from the diverse groups represented by the Coalition, including public and private organizations, consumers and family members, if appropriate.

## **Section 2 - Reports**

Except as otherwise provided by the Coalition, all committees shall maintain written agendas and/or minutes which shall be provided to the Coalition Secretary and be made available to the Coalition. Each committee chair shall report its activities to the Coalition as necessary.

## **Section 3 - Meetings**

1. All committees shall meet at such time and place as designated by the Chair of the committee.
2. All committees, shall meet at least semiannually.
3. Executive Committee shall meet as needed and as determined by the Chair or the Vice Chair
4. Participation by members of committees may be via telephone conference calls or electronic communication.

## **Section 4 - Standing Committees**

1. The standing committees of the Coalition are the following: Executive Committee, Project Monitoring/Development Committee, Grant Committee, and Public Awareness and Advocacy Committee.
2. Each Standing Committee shall consist of at least three members of the Coalition. The Chair of each Standing Committee must be a representative of a Member Agency of the Coalition. Each Standing Committee, except the Executive Committee, shall elect its own chair.
3. Executive Committee
  - a. The Executive Committee shall consist of the chair, vice chair, secretary, and treasurer of the SCEH Board of Directors, and the Board member of the Coc Lead Agency.
  - b. The Chair of the Board of Directors shall serve as the chair of the Executive Committee.
  - c. The Executive Committee shall be responsible for reviewing and making recommendations for amendments or changes to the by-laws.
  - d. The Committee shall address SCEH organizational structure and increase participation in the SCEH and mainstream programs.
  - e. The Committee shall carry out the business of the Coalition between regularly scheduled Coalition meetings.
  - f. The Committee shall designate a coalition member to attend the bi-monthly meetings of the ICH and report on issues both legislative and within the ICH which impacts the SCEH and the homeless populations we serve.
4. Project Monitoring/Development Committee
  - a. The Project Monitoring/Development Committee shall consist of at least one representative from each of the CoC and ESG/SAF funded agencies and at least 3 Coalition members who are not CoC or ESG/SAF grantees.
  - b. The Committee shall solicit, receive, and review the Project Applications requesting approval to be submitted to HUD with SCEH's Consolidated application for funding under the HEARTH Act.
  - c. The Committee shall make recommendations to the SCEH Board of Directors regarding Project Applications which should be accepted or rejected as part of SCEH's Consolidated application to HUD for funding under the HEARTH Act.

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- d. The Committee shall monitor funded project progress quarterly to ensure timely spending of awarded funds and progress toward meeting HUD's housing and employment standards.
- e. The Committee shall assess and monitor the housing needs across the entire spectrum of the CoC to ensure that there is adequate safe, sanitary, affordable housing for individuals and families, including special populations.
- f. The Committee shall work with representatives from DHS Foster Care, Health Care, Mental Health, and Corrections to assess and coordinate discharge activity within our community in order to ensure that clients are not being discharged into a state of homelessness.

#### 5. Grant Committee

- a. The Grant Committee shall consist of at least one representative from each of the current CoC-funded agencies, at least one representative from any agency submitting a new project application(s) as well as other Member Agency representatives in the Consolidated HUD CoC grant application.
- b. The Committee shall participate annually in the development of the SCEH's application to the U.S. Department of Housing and Urban Development (HUD) for funding under the HEARTH Act.
- c. Individual Committee Members representing Member Agencies submitting a project application(s) shall participate annually in the development and submission of their agency's project application to the SCEH Project Monitoring/Development Committee to be reviewed and accepted or rejected by the committee prior to being submitted with SCEH's Consolidated application to HUD for funding under the HEARTH Act.

#### 6. Public Awareness and Advocacy Committee

- a. The Public Awareness and Advocacy Committee shall be responsible for increasing the public's awareness about homelessness in the Sioux City/Woodbury and Dakota Counties CoC, humanizing homelessness.
- b. The Committee will increase awareness of the need to provide housing and supportive services to the homeless/chronically homeless and support the organizations providing housing and services instead of providing directly to individuals.
- c. The Committee will coordinate with local, state and national organizations to promote homeless awareness events and campaigns and plan one meeting per year to report activity and progress to the public.
- d. The Committee shall coordinate and conduct the annual Point In Time Count of homeless persons as required by HUD.
- e. The committee will engage with landlords to advocate for and formulate plans to increase low income housing in the community such as advocating for incentives to increase the number of landlords participating in affordable housing programs, i.e., Section 8 Rapid Rehousing, Permanent Supportive Housing, etc.

### **Section 5 - Ad Hoc Committees**

The Coalition chair may create Ad-Hoc committees as necessary to fulfill the work of the Coalition. The Coalition chair shall appoint at least three voting members of the Coalition to serve on each Ad-Hoc Committee, with additional members appointed by the Committee chair as necessary. Ad-Hoc committees shall select their own chair.

## **ARTICLE VII – MEETINGS**

### **Section 1 – Meetings**

1. Regular meetings of the Siouxland Coalition to End Homelessness will normally convene every alternate month on the following schedule, whenever practical: January, March, May, July, September, and November. The Board chair can alter meeting dates and times by giving at least two weeks notice.
2. The Executive Committee may call one or more additional Coalition meetings with appropriate notice to all members throughout the year, as the need may arise.
3. Coalition shall comply and conform to the Iowa Open Meetings Law and the Public Records Law. The CoC Lead Agency shall be the official repository of Coalition records.

### **Section 2 - Voting Rights**

1. Each Agency member shall designate a representative to serve as the voting member on the Coalition and each shall have one vote. Each General member shall have one vote.
2. Under general ethical principals regarding conflict of interest in Iowa Code Chapter 68B (Conflicts of Interest), members of the Coalition and of the Board shall recuse themselves when they have or anticipate having a direct financial stake in the outcome of a Coalition decision, independent of their status as providers of services to the homeless.

### **Section 3 – Quorum**

1. At any regular meeting of the entire coalition where there is an election by the agency and general voting members, 51% of the voting members shall constitute a quorum. If during the meeting the number of members present is reduced below a quorum, the meeting may continue but no vote may be taken. A majority of the quorum is needed to elect a person to the board.
2. At any Board of Directors meeting where there is action taken by the Board, 51% of the current board members shall constitute a quorum. If during the meeting the number of board members present is reduced below a quorum, the meeting may continue but no vote may be taken. A majority of the quorum is needed to approve any matter put to a vote.

### **Section 4 – Vacancies**

1. An agency or general public Coalition membership ends when:
  - a. a member resigns or, in the case of an individual dies; or
  - b. an agency has not sent a representative to a meeting for one year or, in the case of an individual, the member fails to attend for one year.; or
  - c. the board, by majority vote terminates the member for just cause, as defined by the board.
2. Coalition Board membership ends when:
  - a. a board member resigns or dies; or

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- b. a board member who is serving on the Board as a representative of a Member Agency as provided for in Article IV, Section 4, terminates his/her employment with said Member Agency or is terminated by that Member Agency; or
  - c. a board member fails to attend a meeting and is otherwise inactive for one year and is removed by majority vote of the board; or
  - d. the board, by majority vote, terminates the board member for just cause, as defined by the board.
3. Before removal under VII, Section 4, 2 (c) and 2 (d), the member must be given 30 days' notice prior to the board meeting of the reasons for removal. .
  4. Attending by video or telephone conference or other electronic communication fulfills the attendance requirements of these by-laws.
  5. An individual's termination of employment with a Member Agency does not terminate the individual's membership on the Coalition as provided for in Article IV, Section 3.

**ARTICLE VIII - AMENDMENTS TO BY LAWS**

The bylaws of the Siouxland Coalition to End Homelessness may be revised, amended, repealed by a majority vote of the Coalition, with notice of the proposed changes provided at one Coalition meeting and voted on at the next regularly scheduled meeting.

Chairperson signature and date \_\_\_\_\_